

Army Green

Bookkeeping



BOOKKEEPING PORTFOLIO



Rochelle King

armygreenbookkeeping.com



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Hey, I'm Rochelle

I'm the owner of Army Green Bookkeeping, and I help business owners get organized and stay organized. As a bookkeeper, I'm reliable, personable and consistently produce quality results.

I am a US Army Veteran who is passionate about helping small to medium business owners have a successful financial landscape. I love helping business owners take control of their finances. When your numbers are organized, you get clarity to make more strategic business decisions.

Connect with me!

Rochelle King
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My Services

armygreenbookkeeping.com

Getting started

We'll discuss the type of business and accounting system you have, I'll start or take over your QuickBooks file, and I'll organize and input existing transactions to current date.

Clean-up

If your books need to be organized, I'll review and reconcile your company's records to ensure accuracy and consistency.

Ongoing support

As a monthly, ongoing service, I'll download and categorize company monthly transactions into QuickBooks. I'll email a monthly financial statement to you so you can see the direction of your business. We'll have monthly correspondence regarding financial status, and I'll serve as a liaison between you and your accountant throughout the year.

Optional Add-ons

These services include invoicing, bill pay, and income categorization.

Services not offered

These include legal business advice, tax preparation, manual payroll, or on-site bookkeeping



Pricing

GETTING STARTED	MONTHLY SERVICE STARTING AT \$300/M	ADD-ON SERVICES PRICES VARY
<p>Discuss type of business and accounting system</p> <p>Start or take over QuickBooks file</p> <p>Organize & input existing transactions to current date</p>	<p>Download & categorize monthly transactions into QuickBooks</p> <p>Email monthly financial statements to client</p> <p>Monthly correspondence regarding financial status</p> <p>Serve as liaison between client & accountant throughout year</p>	<p>Optional add-ons include invoicing, bill pay, income categorization, etc.</p> <p>Bookkeeping catch up and clean up available</p>



WORK WITH ME

READY TO GET YOUR BOOKS
ORGANIZED?

STEP ONE

Book a free consultation with me so we can determine if we'll be a good fit to work together.

BOOK HERE

STEP TWO

We'll determine the right services for you, a timeline for getting started, and create a workflow for setting up the systems

STEP THREE

Questions? just send me a quick email
at
rochelle@armygreenbookkeeping.com

Get Ready!

If we decide to work together, here is some information I will need from you:

- What version of QuickBooks do you have (if any)? Bank accounts used (including credit cards and other).
- How do you organize receipts/financial documents? How many employees do you have (if any)?
- Which payroll service do you use? Is there anything unique about how you'd like your P&L organized (pre-set accounts, classes, tracking jobs, etc.).
- How do you prefer I communicate with you (text, email, call)?
- Would you prefer a monthly phone call or questions as they come?
- What is the price range you are looking for (per month) for a bookkeeper?
- What is the biggest challenge in your business right now?

